



Consultation Council / Strategic Planning Committee 2014-2015

Administration:
Dr. Marlon Hall
Dave Clausen
Brian Murphy
Patrick Walton

Classified:
Jeff Lang
Carol Montgomery
Kim Clain

ASB

Faculty:
Cheryl Aschenbach
Carie Camacho
Sue Mouck
Robert Schofield
Alison Somerville
Ross Stevenson

Management:
Terry Bartley
Dave Corley (ITP)
Vickie Ramsey (HRMP)
Greg Collins (FMP)

Those present are in **bold**.

Guests: Paige Broglio, Daniel Harr, Brenda Hoffman, KC Mesloh, Matt Montgomery, John Taylor

Minutes for May 7, 2015
3:00 pm in CD-119

Called 3:00pm

Dave Clausen introduced the new Security/Custodial Supervisor, Daniel Herr, to the group and members and guests introduced themselves to the new employee.

Consultation Council

1. Approval of Consultation Council minutes for April 30, 2015 (Consultation) – *By consensus, Consultation Council approved the minutes for April 30, 2015.*
2. Review of the proposed items for the May 12, 2015 Governing Board agenda (Information) – *Dr. Hall provided an update of next week's board agenda. There were no questions.*
3. 2015 Annual Evaluation of the Planning and Governance Structure and Process (Consultation) *The attendees completed the annual evaluation - attached*
4. Summer Meeting Schedule (Consultation) *By consensus, Consultation Council agreed to meeting on June 2, 2015, July 7, 2015, and Aug 4, 2015 at 2:00 pm in MS-122.*
5. *Employee Safety and Health Form (Information) – Safety Committee *Matt Montgomery informed the group that the Safety Committee has been working on the "Injury and Illness Prevention Plan" which is close to a final draft. The other emergency plans based upon "Injury and Illness Prevention Plan". The missing pieces are appendices and checklist. He indicated that the committee will have one more meeting this semester and expects adoption of the plan by mid-fall. The Safety and Health Form provided to Consultation Council with the agenda is part of the plan. The intention is that anyone can fill out the form hard copy or electronically and send to committee. The committee will*

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Consultation Council / Strategic Planning Committee 2014-2015

review and make recommendations. The Director of Facilities is included on the distribution list to allow timely response for the more serious issues. The name of the individual completing the form is optional, but providing a name will allow for feedback from the committee. Jeff Lang expressed appreciation for the form. Dave Clausen suggested that a statistical report of the numbers and kinds of issues be brought to Consultation Council quarterly. Matt identified that information from all forms submitted will be included in the Safety Committee minutes. He further indicated that the form will be available on the website soon. Dave Clausen identified the need for good constituent group representation on the Safety Committee next year.

Strategic Planning

1. Adoption of the 2015-2020 Comprehensive Institutional Master Plan (Consultation) *Carol Montgomery identified that the data supporting the document is becoming dated. Sue Mouck suggested that the planning committees may want to consider identifying or requesting updated data early in the planning process next year. **By consensus, Consultation Council adopted the 2015-2020 Comprehensive Institutional Master pending correction of typographical errors being supplied by Jeff Lang and Brian Murphy.***
2. Recommendations for change or reaffirmation of the Strategic Plan (Consultation) – *Ross Stevenson suggested changing the first bullet under Honesty/Integrity in the Value Statement to “Trust in relationships” to make it parallel with the other bullets. It was also suggested that “instruction” be added after quality and “encouraging” be added prior to student success in the first bullet under Vision. **Consultation Council agreed by consensus to make the recommendation for those changed to the Governing Board.***
3. Preliminary Budget (Information) – *Dave Clausen provided the Tentative Budget based on 1730 FTEs being presented to the Governing Board next Tuesday. Terry Bartley address several specific questions on the budget.*

Other:

1. Dave Corley reported that he has identified two vendors for “Document Imaging” and is approaching a decision. The initial purchase can be paid for out of Title III grant monies, but an annual maintenance fee of from \$14,000 to \$18,000 would need to be absorbed by the general fund.

2. Patrick Walton expressed appreciation for the great Cultural Diversity Event on Wednesday. He announced the awards night this evening and indicated that the



Consultation Council / Strategic Planning Committee 2014-2015

ASB will be hosting Students versus Staff Softball Game next Wednesday May 13. All interested individuals are invited to participate.

Adjourned at 4:30 pm

Future Meetings:

No meeting - Thursday, May 14, 2015

Thursday, May 21, 2015

Future Agendas:

1. Appointment of Representatives to the Joint Academic Senate – Consultation Council 2016-2017 Budget Development Handbook Update Committee (Consultation) - May 21, 2015
2. Presentation of the 2014-2015 Action Plan Evaluation Matrix – May 31, 2015 Update (Information) – May 21, 2015
3. Chapter 3 Board Policies and Administrative Procedures (Consultation)
 - a. BP 3050 Institutional Code of Ethics and AP 3050 Institutional Code of Ethics
 - b. BP 3715 Intellectual Property and AP 3715 Intellectual Property
4. Presentation of 2014 Community Services NIPR (Information) –
5. Presentation of 2014 Athletics IPR (Information) - Cheryl Aschenbach – May 21, 2015
6. Presentation of 2014 Distance Education NIPR (Information) –



Consultation Council / Strategic Planning Committee 2014-2015

Lassen Community College Planning, Budgeting and Governance Process Review Planning Committee Survey

Committee Name: Strategic Planning Committee

Date: May 7, 2015

Members Present: Terry Bartley, Kim Clain, Dave Clausen, Greg Collins, David Corley, Marlon Hall, Jeff Lang, Carol Montgomery, Sue Mouck, Brian Murphy, Robert Schofield, Alison Somerville, Ross Stevenson, Patrick Walton

Members Absent: Cheryl Aschenbach, Carie Camacho, Vickie Ramsey

Guests: Paige Broglio, Daniel Harr, Brenda Hoffman, Matt Montgomery, KC Meshloh, John Taylor

Planning Section

When answering these questions consider the “planning process” the process used to create the Comprehensive Institutional Master Plan; including but not limited to the work of planning committees (Institutional Effectiveness Plan, Institutional Technology Plan, Facility Master Plan, Student Services Plan, Educational Master Plan, etc.) as well as the recommendations from IPR and NIPRs.

1. What works in the planning process at Lassen Community College?
 - *A regular meeting schedule works well*
 - *Open participation*
 - *Timeliness on the planning process*
 - *Budget and plans tied together*
 - *Employee groups are well represented in the process*
 - *When oversights have been recognized they have generally been corrected*
2. What doesn't work in the planning process at Lassen Community College?
 - *Student representation continues to be a challenge*
 - *Challenge of recognizing the intent of budget requests – insufficient information about some requests to make informed decisions*

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Consultation Council / Strategic Planning Committee 2014-2015

- *Facilities changes need to be identified and planned for earlier (i.e. Credence)*
 - *Options to address facility needs should be developed and vetted earlier*
3. What changes would you make in the process to improve efficiency and effectiveness?
- *Continue to bring planning and budget decisions through the process avoiding unilaterally decisions (i.e. library remodel)*
 - *Provide opportunity to clarify budget requests prior to or during Consultation Council review*
 - *Publish program review requests earlier*
 - *Limit the recommendations – make them realistic*
 - *Suggest that the planning committee chairs meet regularly to minimize the redundancies in the plans*
 - *Suggestion that planning committees serve as filters for recommendations to be moved forward*
 - *Suggestion that the Institutional Effectiveness Planning Committee function to funnel requests to appropriate planning committees to reduce redundancies*
 - *Continue mentoring of staff completing program reviews (omission of small budget requests, provision of justification for recommendations, etc.)*
4. What additional resources (human, research data, additional information, etc.) does your committee need to perform your assigned tasks?
- *Additional quantitative data (i.e. expected FTE generation)*
5. Do you feel the committee's contribution to the planning process is necessary? *Yes*
6. Do you feel the committee's contribution to the planning process is valued? *Yes*
7. Do you feel additional planning committees are necessary for the process to work? *No*

Governance Section

1. Did the committee perform during the preceding year as identified in the committee's charge? *Yes*
2. Identify results (products) of committee activities?

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Consultation Council / Strategic Planning Committee 2014-2015

- *Budget Prioritization*
 - *Comprehensive Institutional Master Plan*
 - *Incorporation of the new Institutional Effectiveness Planning Committee into the process*
 - *Accreditation Follow-up Report*
 - *Recommendations for Board policies and acceptance of Administrative Procedures*
3. Provide suggestions to change or modify the committee charge. *No*
 4. Was the committee membership appropriate to implement its charge? If not what changes are needed? *Yes*
 5. Provide an analysis of the participation of the membership. Identify any individual or constituent group representation not in attendance more than fifty percent of the meetings. *Excellent participation by all groups except students. Guests frequently attended*
 6. How could communication between committees and others be improved with regards to governance?
 - *Suggest that the planning committee chairs meet regularly to minimize the redundancies in the plans*